

<b>6 ACCESS AND RELEASE OF CONVICTED OFFENDER AND ARRESTEE SAMPLE INFORMATION</b>	Page 1 of 3
<b>CODIS OPERATING POLICIES AND PROCEDURES MANUAL</b>	Issue No.: 3
	Effective Date: 17-June-2005
<div data-bbox="151 352 1341 415"> <b>6 ACCESS AND RELEASE OF CONVICTED OFFENDER AND ARRESTEE SAMPLE INFORMATION</b> </div> <div data-bbox="248 457 1544 520"> 6.1 Requests for information on a convicted offender's or arrestee's profile shall be in accordance with the Code of Virginia § 19.2-310.5. </div> <div data-bbox="345 552 1544 657"> 6.1.1 Requests must be in writing and forwarded to the DNA Data Bank Supervisor. If requests are sent via facsimile, they should be sent to fax number (804) 786-9985. <b>NO TELEPHONE REQUESTS WILL BE ACCEPTED.</b> </div> <div data-bbox="443 688 1544 720"> 6.1.1.1 A request received via mail or facsimile must be on the requestor's agency letterhead. </div> <div data-bbox="443 751 1544 1056"> 6.1.1.2 A request made by personal contact must be put in writing by the requestor on a piece of plain paper and must include the requestor's agency address. The requestor's identity must be verified before a request submitted in this manner can be accepted. This will be accomplished by viewing the requestor's agency identification card and confirming that the photograph and name on the card match the requestor. Documentation of the verification will be made on the bottom of the request: "Identification verified by viewing requestor's identification card - code # _____ or badge # _____." This verification of identity statement will be dated and signed by the DFS employee who verified the requestor's identity. </div> <div data-bbox="443 1087 1157 1119"> 6.1.1.3 The request must be signed by the requesting official. </div> <div data-bbox="443 1150 1463 1224"> 6.1.1.4 Requests must state that the information is being requested in furtherance of an official investigation of a criminal offense. </div> <div data-bbox="443 1255 1528 1360"> 6.1.1.5 Requests must specify ALL AVAILABLE identifying information for the Convicted Offender or Arrestee, such as full name, social security number, date of birth, race, sex, and SID number. </div> <div data-bbox="443 1392 1544 1465"> 6.1.1.6 The exemplar letter in Appendix E can be provided to the requestor to use to draft the request to ensure that all requirements are met. </div> <div data-bbox="345 1497 1503 1665"> 6.1.2 Responses to requests will be made in writing and routinely mailed via U. S. Mail to the requestor at the official mailing address for the requesting agency. However, if the request specifies that a response be provided via facsimile, the request can be honored, but the facsimile number must be verified by direct communication with the agency (not the requestor) prior to transmission. </div> <div data-bbox="443 1696 1520 1770"> 6.1.2.1 The DNA Data Bank Supervisor or designee will provide the written response using the form letter in Appendix E or a modification thereof. </div> <div data-bbox="443 1801 1528 1938"> 6.1.2.2 If the request specifies a facsimile response, verification of the facsimile number will be documented. Documentation will include how the facsimile number was verified, the date verified, and the initials of the person verifying the number. The confirmation of successful transmittal will be retained with the request and response. </div>	

<b>6 ACCESS AND RELEASE OF CONVICTED OFFENDER AND ARRESTEE SAMPLE INFORMATION</b>	Page 2 of 3
<b>CODIS OPERATING POLICIES AND PROCEDURES MANUAL</b>	Issue No.: 3
	Effective Date: 17-June-2005
<p><b>NOTE:</b> The facsimile number is usually in the agency letterhead information.</p> <p>6.1.2.3 If a request is denied, that denial shall be in writing, signed by the DNA Data Bank Supervisor or designee. The denial letter will be in narrative form and will specify the reason for the denial. Any denial letter must be approved by the Program Manager or Section Chief prior to being sent to the requestor.</p> <p>6.2 The DNA Data Bank Supervisor will maintain all requests, associated responses, and as appropriate, confirmation of successful facsimile transmittal of responses, in a notebook. These will be filed by agency and the date of the request.</p> <p>6.2.1 If the requestor indicated a relationship to a specific case or cases by including the FS Lab #(s) in the request for information, a copy of the request, associated response, and as appropriate, confirmation of successful facsimile transmittal of the response, will be forwarded to the case examiner(s) to place in the case file(s).</p> <p>6.3 When a CODIS match is made between a non-subject case and a Convicted Offender or Arrestee sample, the information on the individual will be provided to the investigator in a Certificate of Analysis after the match has been verified. Refer to Section 7 for information on verifying a CODIS match.</p> <p>6.3.1 The identifying information reported for the individual will be confined to the information that is available in the DFS Data Bank Tracking Computer.</p> <p>6.3.2 When a CODIS match is made to an offender in another state's database, report all identifying information provided in writing by that state.</p> <p>6.4 Access to the Convicted Offender or Arrestee samples and identifying information associated with these samples stored in the Data Bank Tracking Computer will be limited to those personnel whose job function requires access to the samples and such information.</p> <p>6.4.1 Access to the Convicted Offender and Arrestee samples and associated individual information is limited to the DNA Data Bank Supervisor and designated individuals under that person's supervision, such as DNA Data Bank analysts and support staff.</p> <p>6.4.2 The addition or removal of personnel and the degree of access for each level of personnel will be determined by the DNA Data Bank Supervisor in consultation with his/her supervisor.</p> <p>6.5 Access to the Convicted Offender or Arrestee profiles in CODIS will be limited to personnel whose job function requires such access.</p> <p>6.5.1 In the Central Laboratory Forensic Biology Section this may include the CODIS System Administrator, the Section Chief, molecular biologist, casework supervisors, casework examiners, examiner support staff, DNA Data Bank Supervisor, DNA Data Bank analysts, and Data Bank support staff.</p>	

<b>6 ACCESS AND RELEASE OF CONVICTED OFFENDER AND ARRESTEE SAMPLE INFORMATION</b>	Page 3 of 3
<b>CODIS OPERATING POLICIES AND PROCEDURES MANUAL</b>	Issue No.: 3
	Effective Date: 17-June-2005
<div data-bbox="344 317 1539 552"> <div>6.5.2 In the Forensic Biology Section of each regional laboratory this may include the designated CODIS System Administrator, casework supervisor, casework examiners, and examiner support staff.</div> <div>6.5.3 The addition or removal of personnel and the degree of access for each level of personnel will be determined by the Local System Administrator in consultation with the State CODIS System Administrator.</div> </div> <div data-bbox="1338 583 1414 613"> ◆END </div>	